

SAMPLE NON-PUBLIC SCHOOL SITE VISIT 2 DAY SCHEDULE (A/B TEAMS)				
DAY 1				
Time	Team	Event/Activity	Interviewee Names	Location (Building and Room Number)
8:00 – 10:00 a.m.	A/B	Team orientation and Document Review	Team Members	Team Room
10:00 – 11:15 a.m.	A/B	School Overview	Name of School Administrator	Team Room
11:15 – 11:45 a.m.	A/B	Lunch		
11:45 – 12:45 p.m.	A/B	PreK – 12 Principal Interview	Name of Principal	
12:45 – 1:00 p.m.	A/B	Team Dialogue		
1:00 – 1:45 p.m.	A	Student Interview	Names of Students	
	B	PreK – 12 Support Staff Interview	Names of Instructional and Non-Instructional Support Staff Members	
1:45 – 2:00 p.m.	A/B	Team Dialogue		
2:00 – 2:20 p.m.	A/B	Building Tour		
2:20 – 3:30 p.m.	A/B	Document review, team dialogue, report development	Team Members	
3:30-4:45 p.m.	A	PreK – 12 Teacher Interview	Names of Teachers	
	B	Board of Education Interview	Names of Board of Education Members	
4:45 – 5:15 p.m.	A/B	Document review, team dialogue, report development		
5:15 – 6:30 p.m.	A	Community Partners and School Improvement Advisory Committees	Names of Community Partners and Advisory Committee Members	
	B	PreK-12 Parent/Guardian Interview	Names of Parents	

DAY 2				
Time	Team	Event/Activity	Interviewee Names	Location (Building and Room Number)
To Be Determined	A/B	Report Development	Team Members	
TBD	A/B	Share Report Highlights	Team Members	